

**Minutes of the Regular Meeting  
of the Board of Library Trustees  
May 5, 2008**



**TRUSTEES PRESENT:** Chair Bob Byrd, Jan Lieberman, Sandra Rich, Jack Spillane

**UNEXCUSED ABSENCE:** Georgina Dinh

**STAFF PRESENT:** Karen Saunders, City Librarian  
Hillary Brookshire, Senior Library Assistant-Administration

**MEMBERS OF  
THE PUBLIC:** None

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**MATTERS FOR COUNCIL ACTION:**

None

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**I. CALL TO ORDER**

Chair Byrd called the meeting to order at 7:00 p.m.

**II. MINUTES OF THE APRIL 7, 2008 MEETING**

Chair Byrd asked the board for comments or corrections regarding the minutes for the April 7, 2008 meeting. Following a brief discussion, Trustee Lieberman made a motion to approve the April 7, 2008 minutes as written, with a second from Trustee Spillane. The April 7, 2008 minutes were approved as written by a unanimous vote.

**III. CORRESPONDENCE**

None

**IV. GIFTS**

Maria Daane, Executive Director of the Foundation and Friends, stated that the Foundation had received a donation of \$1,000 from India Cash and Carry. They requested that their donation be used as follows: \$500 for Teen Summer Reading Gift Cards, and \$500 for the Literacy Mascot. An acknowledgement letter will be sent by the Library Foundation. Trustee Rich made a motion to accept the donation of \$1,000 from India Cash and Carry, with a second from Trustee Lieberman. The donation was accepted by a unanimous vote.

## **V. PUBLIC PRESENTATIONS**

### **A. Library Foundation**

Executive Director, Maria Daane, presented the following activities of the Foundation and Friends.

1. The Foundation and Friends newsletter had been mailed. A total of 2,800 copies had been printed, with 1,000 copies being mailed to residences. An additional 1,500 copies were distributed by Friends volunteers to schools, the Santa Clara Senior Center, the Community Recreation Center, and other locations. Ms. Daane stated that two thirds of the content of the newsletter was supplied by library staff, with information about library programs, resources, and special events. The newsletter will be published twice a year.
2. The Foundation and Friends held a Library Birthday Party, with volunteers giving out 700 pieces of cake to library patrons at the front of the library. Many positive comments were received from patrons and many thanks for a great library. Literacy staff were on hand at the event and recruited 8 new literacy tutors and 4 new learners.

Trustee Spillane asked how the Café was doing, and Ms. Daane stated that the last couple of weeks had been a little slow. The Friends bookstore had also noted a slight decrease in sales during the same period.

Ms. Daane stated that book donations in March and April had been exceptional. In addition to regular donations, they had received books donated from 4 estates.

## **VI. OLD BUSINESS**

None

## **VII. NEW BUSINESS**

### **A. Nomination of Board Officers**

Chair Byrd stated that he had called all three eligible Board members about serving as officers on the Board for the 2008-09 fiscal year. Trustee Lieberman accepted the nomination for Chair, Chair Byrd accepted the nomination for Secretary; Trustee Dinh will serve as Vice Chair. Trustee Spillane made a motion to accept the slate of officers as presented by Chair Byrd, with a second from Trustee Rich. The approval of the Board of Library Trustees slate of officers for the 2008-09 fiscal year passed with a unanimous vote.

Chair Byrd stated that he would be making a presentation at the City Council meeting the following evening, Tuesday, May 6, 2008, regarding the two vacancies on the Board.

**B. Policy for the Use of the Second Floor**

Chair Byrd noted that the Policy for the Use of the Second Floor had been included in the agenda packet for review and approval. He asked for comments from Board members. Following a brief discussion of the minor changes to the policy, Trustee Rich made a motion to accept the policy as revised, with a second from Trustee Lieberman. The policy was approved as revised by a unanimous vote.

**VIII. CITY LIBRARIAN'S REPORT**

**A. Library Monthly Report – March 2008**

The City Librarian reviewed the statistics in the March 2008 Monthly Report.

**B. Activities**

The City Librarian stated that the library patrons database was now at 130,000. Santa Clara residents represent about 55% of registered patrons. Trustee Rich asked if the new system of having reserved books on shelves for self-pickup was working, had there been any change in pickup frequency? The City Librarian stated that she would check and report back to the Board at the next meeting.

The City Librarian stated that the online payment of fines and fees had been operational for one month and \$3,000 had been collected during April. It is expected that payments will increase once it is publicized. Approximately \$17,000/month is normally collected in fines and fees, the majority of which is fines.

The City Librarian discussed a newsletter received from Santa Clara University that provided information on their new library. Some of the data provided: 1,100 seats, 200 computers, 25 collaborative workrooms, 194,000 s.f. of space, 3 open-air terraces, 250,000 book capacity on open shelves, 550,000 books currently in the automated retrieval system with a 1.1M capacity.

The City Librarian stated that the Free2 campaign had been well received. Publicity is in many forms throughout the library. Children's librarian Erin Ulrich was interviewed by KBAY about Free2 and the podcast will be available soon on [www.wearefree2.org](http://www.wearefree2.org).

The City Librarian reported that the author's program featuring Millie Kalish was very successful. Approximately 130 people attended the program, and Trustee Byrd stated that the 84-year-old Ms. Kalish was delightful. Author Lisa Lutz, *The Curse of the Spellmans* and *The Spellman Files*, will be speaking on Wednesday, May 7, 2008.

The City Librarian reported that the Dia de los Ninos program was a success with 200 children and parents attending the program. Councilmember Joe Kornder and Hilda Lopez from the Mission Library read bilingual poems in Spanish and English prior to the Ballet Folklorico performance.

The City Librarian reported that the Summer Reading Program would be starting soon. She will bring publicity materials to the next meeting. Trustee Rich asked if the adult summer reading program would be held again this year, and the City Librarian said that it would not.

**C. Personnel**

The City Librarian stated that interviews were held for the half-time Librarian I position to replace Deborah Joyner in the Adult Services Division. There is currently no start date scheduled.

**IX. MATTERS OF TRUSTEE INTEREST**

Chair Byrd stated that he attended the Volunteer Appreciation event sponsored by the Library and the Foundation and Friends, and was very impressed with the event. He noted that Charity Trajico, Volunteer Coordinator in the Youth and Extension Services Division, was the master of ceremonies and did an excellent job. The 50's decorating and music was wonderful, the ice cream floats were delicious, and the number of volunteers in attendance was very good.

**X. CALENDAR**

The City Librarian stated that the next meeting, June 2, 2008, will be the last meeting for Trustee Spillane and Trustee Rich. There will be no Board of Library Trustees meeting in July 2008, and the August 4, 2008 meeting will be the first of the new fiscal year.

- . Monday, May 26, 2008, Memorial Day – City Holiday – Library Closed
- . Friday, July 4, 2008, Independence Day – City Holiday – Library Closed
- . Monday, August 4, 2008, Board of Library Trustees meeting, 7:00 p.m., Board Room

**XI. ADJOURNMENT**

There being no further business, Trustee Spillane made a motion to adjourn the meeting to June 2, 2008, with a second from Trustee Rich. Chair Byrd adjourned the meeting at 8:00 p.m.

Respectfully submitted,

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Sandra Rich  
Secretary to the Library Board of Trustees

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